

## **LIBRARY SUPERVISOR**

**PURPOSE:** To manage the operations of a service area within the Duluth Public Library system and to collaborate with the Library Manager in the development and implementation of state-of-the-art library-wide services and programs.

**FUNCTIONAL AREAS:** Under general direction of Manager, Library Services:

1. Plan, direct, supervise and evaluate library services, programs and collections within an assigned service area.
  - \* A. Develop library services, programs, and collections based on analysis of community needs and interests and evaluation of trends in library service delivery.
  - \* B. Review, develop and implement service area procedures and workflows.
  - \* C. Advocate for the needs of the public and service area's staff to the Library Manager and management team.
  - \* D. Participate in the preparation of the budget and manage assigned budget areas.
  - \* E. Direct the evaluation, revision and implementation of service area collection policies.
  - \* F. Establish and enforce local standards and practices related to the organization, inventory and retrieval of library resources, taking into consideration national and international standards.
  - \* G. Maintain awareness of changing trends and technology to aid the Library Manager in formulating, recommending, implementing and evaluating the effectiveness of new or revised methods and plans to increase productivity, improve performance and reduce costs.
  - \* H. Research funding opportunities, develop proposals and administer grant-funded projects.
    - I. Represent the library at professional, governmental and community events and meetings.
  - \* J. Organize and implement outreach to individuals, organizations, agencies and businesses in the community.
  - \* K. Prepare various reports, records and correspondence as needed.
2. Supervise assigned staff.
  - \* A. Prioritize, assign and direct work and projects.
  - \* B. Coordinate work schedules and approve or reject leave requests.
  - \* C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
  - \* D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
  - \* E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
  - \* F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
  - \* G. Effectively recommend adjustments or other actions in employee grievances.
  - \* H. Delegate authority and responsibilities to others as needed.
  - \* I. Disseminate instructions and information to employees through oral and written communications.
3. Collaborate to achieve the vision, goals and objectives of the division as a whole.
  - \* A. Serve as an active member of the Library Management Team.

- \* B. Monitor the division's effectiveness and recommend changes.
  - \* C. Participate in short- and long-range library planning to meet community needs.
  - \* D. Develop, implement and revise policies and procedures.
  - \* E. Plan, manage and evaluate projects or programs.
  - \* F. Evaluate and respond to requests and complaints from the public, City staff and other entities.
  - \* G. Participate in developing and adjusting the division budget, allocating resources to achieve goals and objectives.
  - \* H. Identify staffing needs, develop job descriptions and coordinate the hiring process.
  - \* I. Communicate management decisions to staff.
  - \* J. Serve as the senior staff person within the division in absence of the Manager, Library Services.
  - \* K. Participate in or lead committees and task forces.
  - \* L. Maintain records and prepare reports.
  - \* M. Maintain awareness of City policies, procedures and practices, as well as relevant State law.
  - N. Provide for effective utilization of the media to communicate library programs, services, issues and needs to the community.
  - O. Collaborate with regional, state and national organizations.
  - \* P. Maintain awareness of developments in the library profession.
  - \* Q. Participate in seminars, conferences and professional organizations to continue professional growth and development.
  - R. Perform related tasks as assigned.
4. Serve the public directly by staffing public service sites.
- A. Research questions and provide information to the public, City staff and Administration, using a variety of sources, formats, technologies and equipment.
  - \* B. Serve as a resource person to other library staff by providing information and interpreting policies.
  - \* C. Represent the library and interpret its activities and policies to the public.
  - \* D. Maintain records necessary for statistical analysis.
  - E. Perform related tasks as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience Requirements**

- ❖ A. Master's degree in Library Science from an American Library Association accredited school plus three (3) years of professional library experience, of which at least one (1) year is at a supervisory or management level.

### **Knowledge Requirements**

- ❖ A. Current, comprehensive knowledge of the principles and practices of library science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws;

- library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing.
- ❖ B. Knowledge of accepted supervisory and personnel management practices and the ability to use them effectively.
  - ❖ C. Knowledge of the principles and practices of budget development and administration.

#### Skill Requirements

- ❖ A. Skill in communicating effectively, both verbally and in writing.
- ❖ B. Skill in the use and application of library technology and equipment, and the use of a personal computer and standard applications software.
- ❖ C. Skill in effectively managing multiple projects.
- ❖ D. Skill in organizing, analyzing and evaluating data to formulate and execute plans.

#### Ability Requirements

- ❖ A. Ability to estimate costs and prepare budget projections.
- ❖ B. Ability to analyze and effectively solve problems.
- ❖ C. Ability to analyze and evaluate operations, policies and procedures.
- ❖ D. Ability to supervise assigned staff.
- ❖ E. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- ❖ F. Ability to manage the daily operations of a library service area.
- ❖ G. Ability to establish and maintain effective working relationships with library and City staff, the library board, professional organizations, other outside agencies and the general public.
- ❖ H. Ability to make public presentations and to establish positive public media relations.

#### Physical Requirements

- ❖ A. Ability to sit for extended periods of time.
- ❖ B. Ability to transport oneself to, from and around various worksites.
- ❖ C. Ability to lift and carry light loads such as presentation materials weighing up to 25 pounds.
- ❖ D. Ability to attend work on a regular basis.

\* Essential functions of the position

- ❖ Job requirements necessary the first day of employment

Anlst: JA	Class: 1369	Union: Supervisory	Pay: 1055-1075	CSB: 20110201
CC: 20110425	Res: 11-0202R	EEOC: Professional	EEOF: Other	WC: 8810